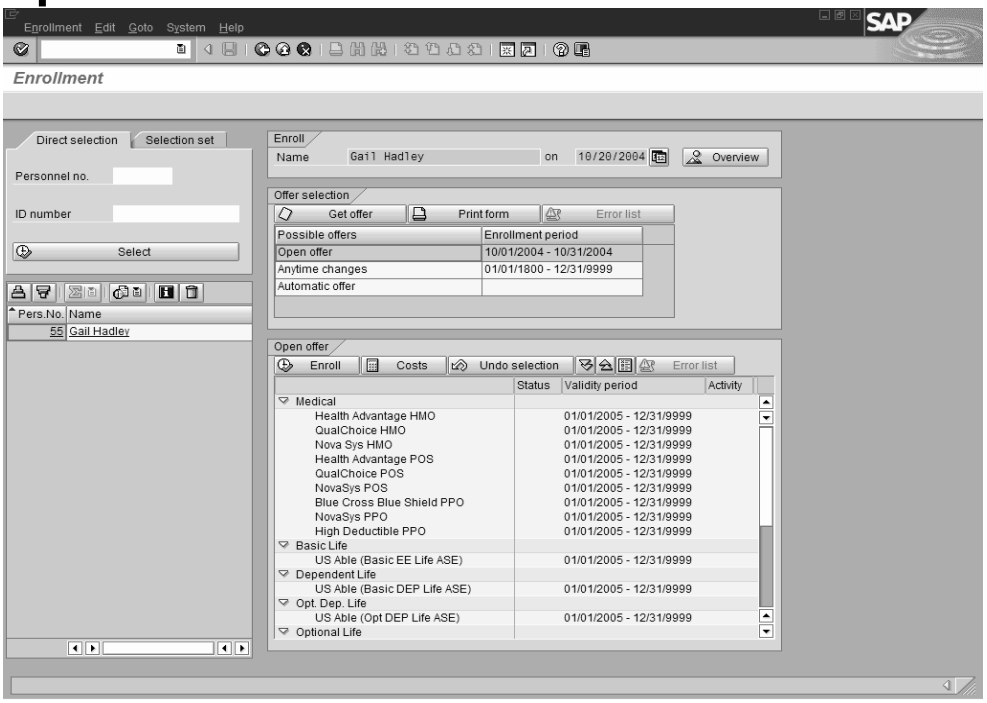
HRBEN
BENEFITS ADMINISTRATION

Chapter 11 –
Open Enrollment

Open Enrollment



Manage Open Enrollment Participation:

If the employee is not making changes to their current Benefit Plan, then the existing Plan will carry over into the new Plan Year. The exception to this is the Flexible Spending Account Plan which is only valid through December 31. Therefore, if the employee wants to continue their Flexible Spending Plan in the new Plan Year, the agency must re-enroll them.

Some of these changes may require Evidence of Insurability (EOI).
For example, if the current employee chose the first level of available Life Insurance upon hiring, if they choose to move up a level, EOI is required.

If the employee's Premium Plan amount increases, the system will automatically reflect the increase on the employee's Remuneration Statement.

Note: For employees who are enrolled into a **Pre-Tax and Post-Tax Optional Life Plan** and voluntarily increase their coverage, refer to the demonstration for Employee Voluntary Increase of Optional Life Coverage Exceeding $40,000 During Open Enrollment.

Exercise

Scenario #11

You have received an Employee's Enrollment form during Open Enrollment. The Employee wants to enroll and include spouse in the Health Advantage HMO. Enroll the employee according to the Benefits options selected.

Note: This example of Open Enrollment only displays an employee wanting to make a changes to their Medical plan by enrolling and including a spouse in benefits.

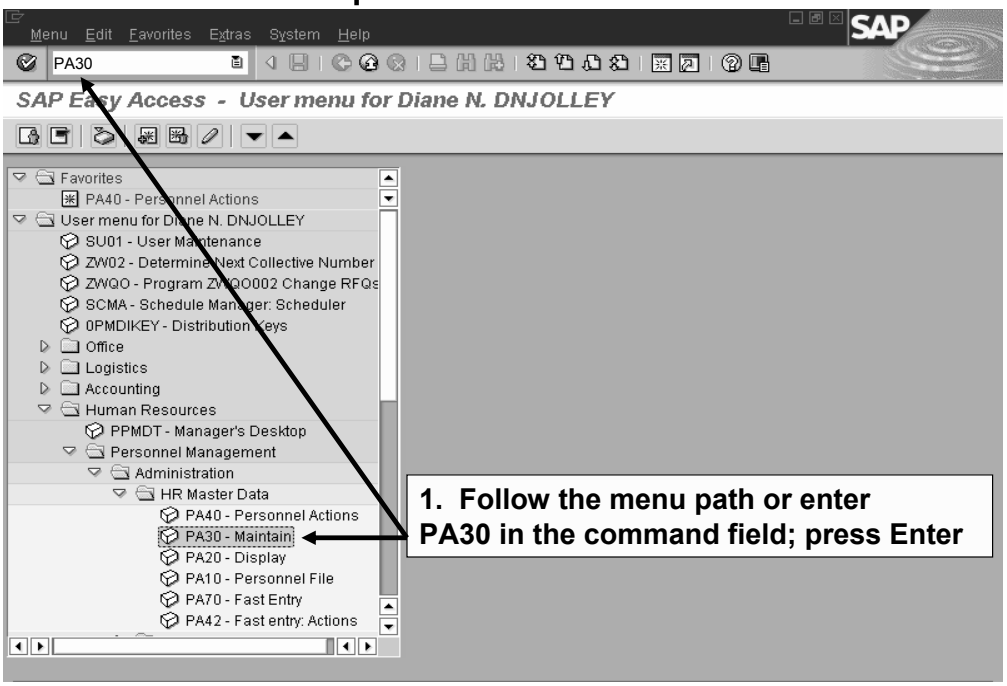
For instructions on how to enroll or make additional changes, please refer to *Chapter 2: New Hire Enrollment*.

Demonstration

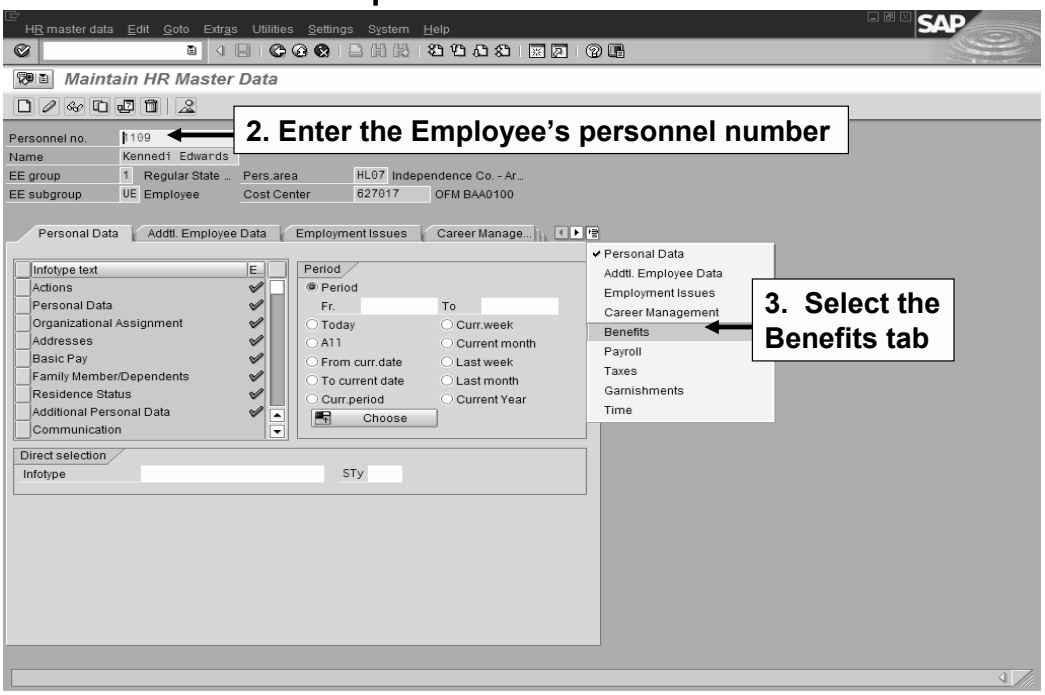
- Enroll Benefit Plan During Open Enrollment

Human Resources > Personnel Management > Administration > HR Master Data > Maintain (**PA30/HRBEN0001**)

Open Enrollment



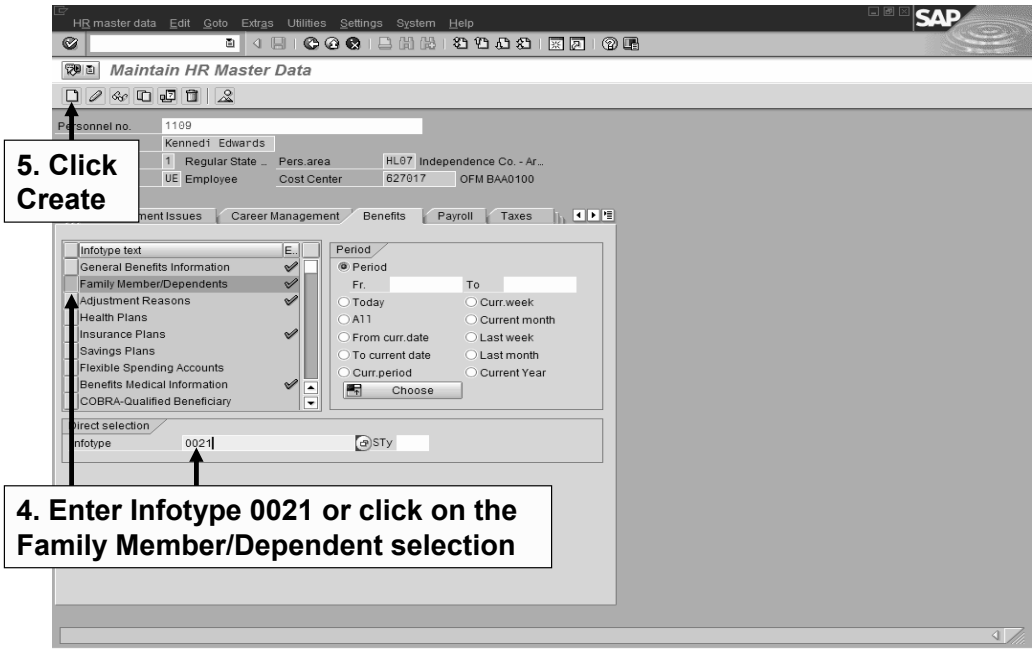
Open Enrollment



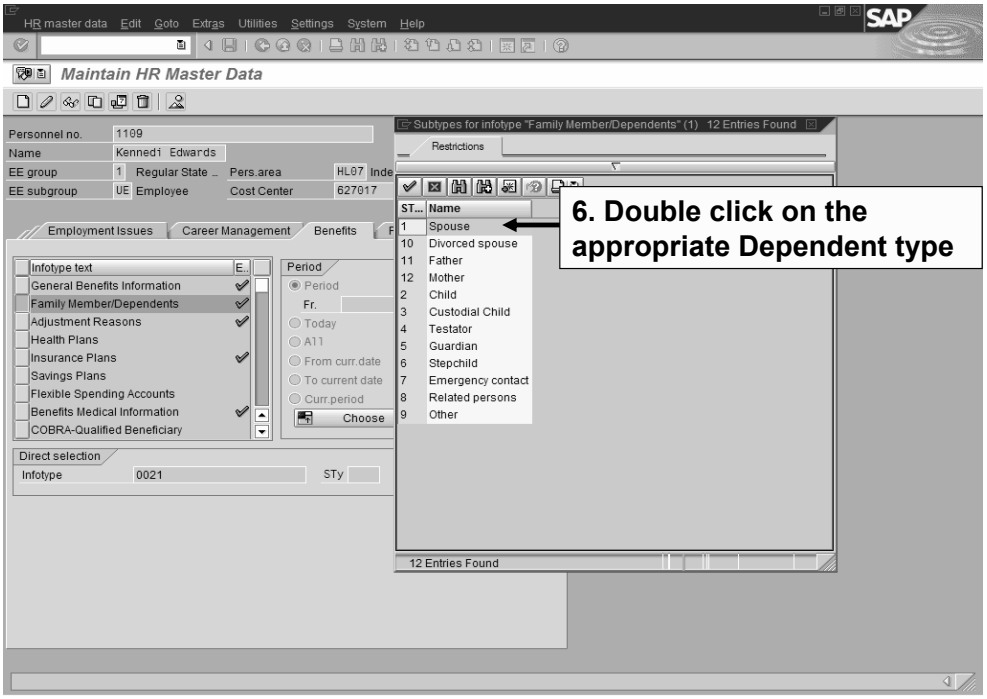
If there are no dependent records to be created, skip to step 12.

If a spouse dependent record needs to be created, verify that the employee's status reflects "Married" in the Personal Data infotype (0002)

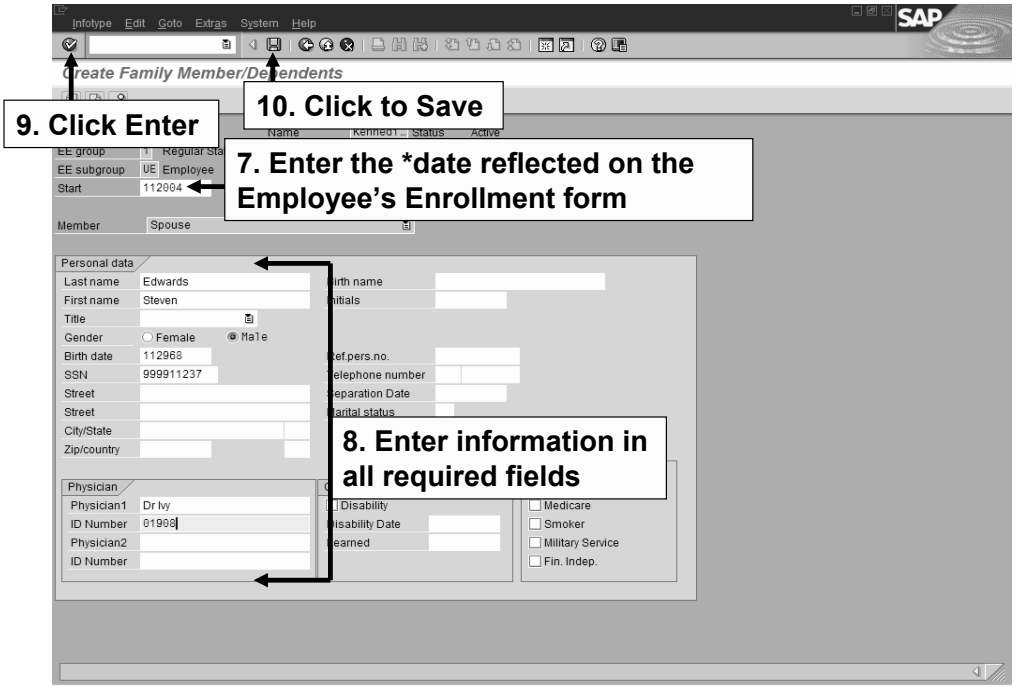
Open Enrollment



Open Enrollment



Open Enrollment



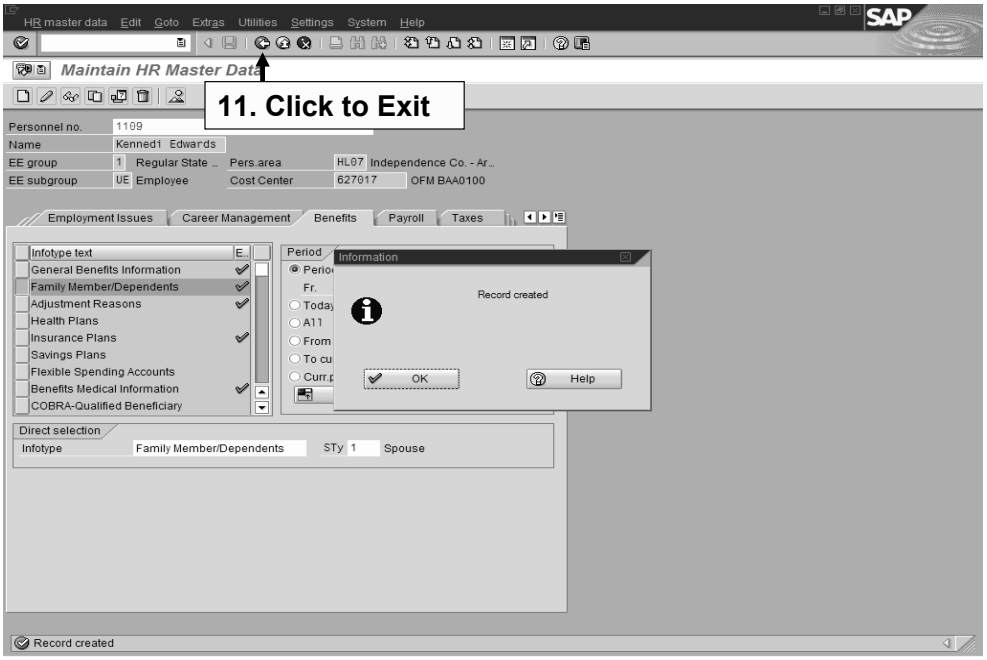
*Date must be within the Open Enrollment period.

Note: The last name will automatically default. If the last name is different from the default, remember to make changes accordingly and then enter First Name, Gender, and Birth date. Enter information in other applicable fields if you have the information.**

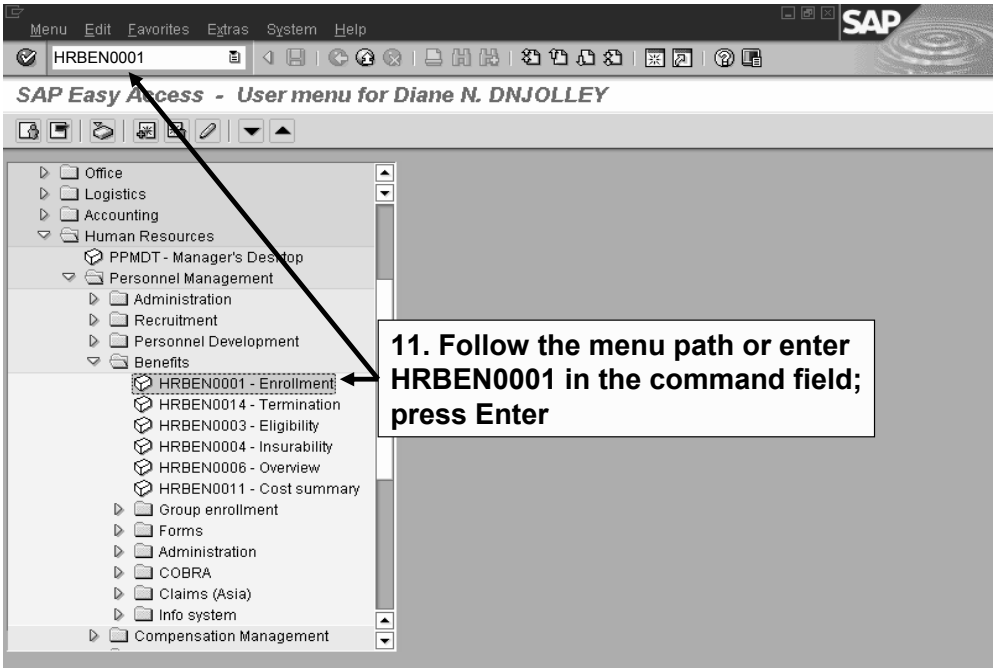
• According to EBD's Policy and Procedures, the dependent's Social Security number, Date of Birth, Primary Care Physician, and ID number, if applicable, all must be entered in AASIS at the time of enrollment. For newborns, enter the default SSN# given by EBD until the correct SSN# has been received.

•Example: 888-(last 6 #'s of the employee's SSN#)

Open Enrollment

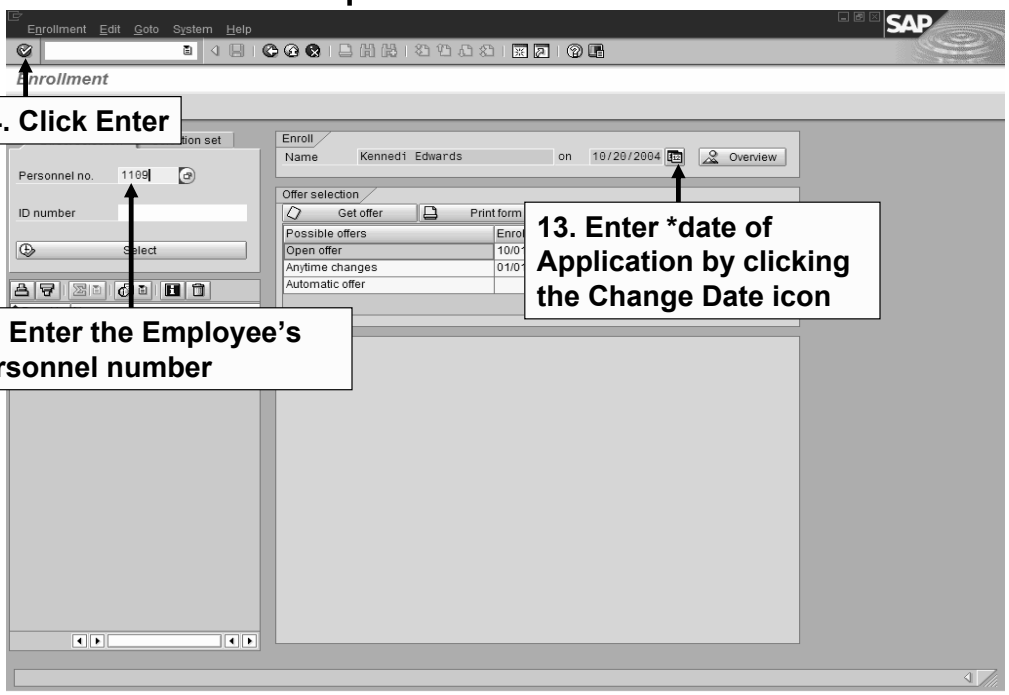


Open Enrollment



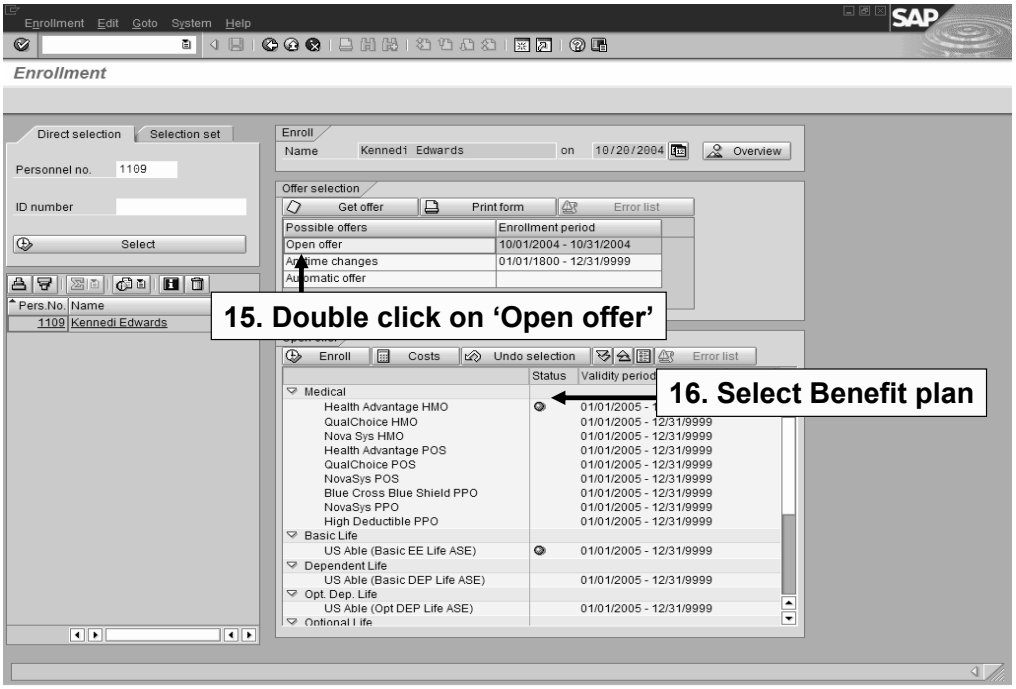
11-11

Open Enrollment



Note: The date entered **MUST** be within the Open Enrollment period. If the employee signed their enrollment form **after** the Open Enrollment period ended, you will need to contact EBD.

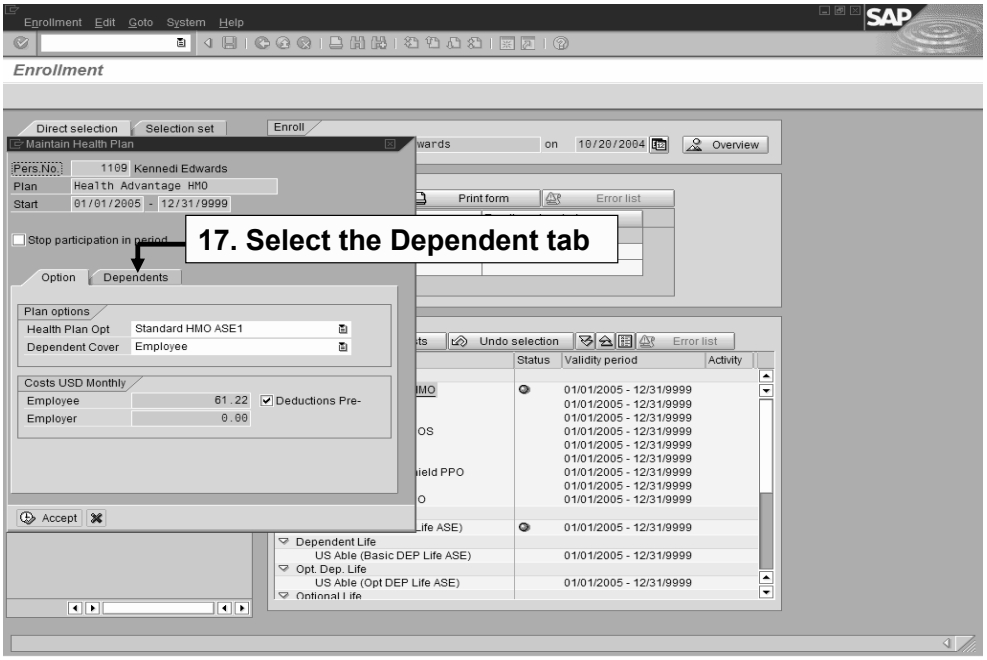
Open Enrollment



If the date of application is within the Open Enrollment period and you do not receive the "Open Offer" selection, please view the General Benefits Information Infotype for the following information:

Verify the information in the 2nd Program grouping' field. If the data reflected is "NOBN" (No Benefits), then AASIS is reflecting that the employee is not entitled to any benefits. The agency needs to verify if this information is correct with their Personnel Administration area. If the 2nd Program grouping needs to be changed, contact EBD.

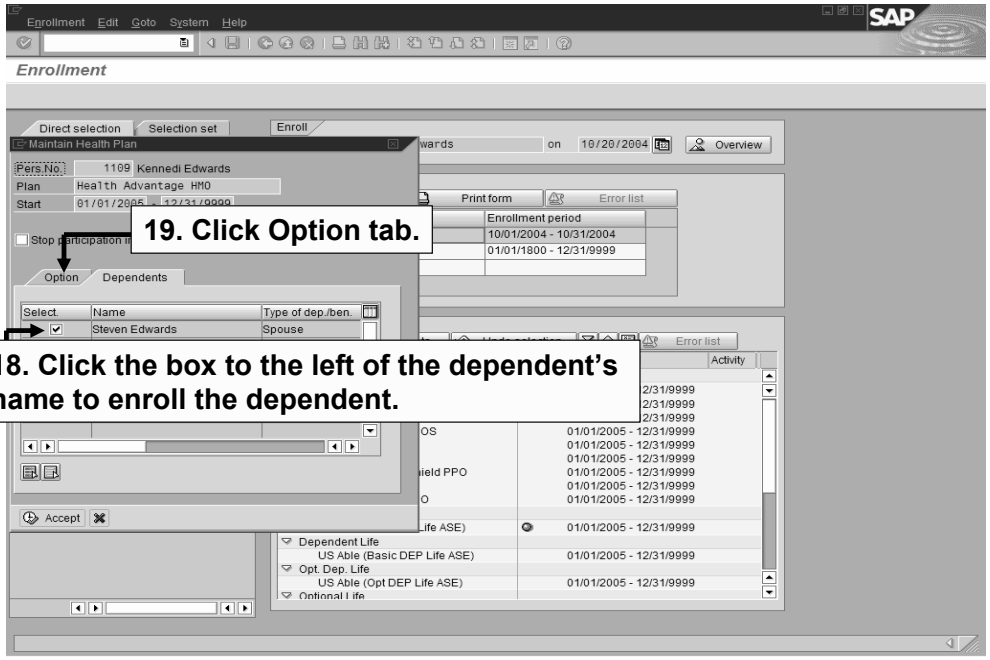
Open Enrollment



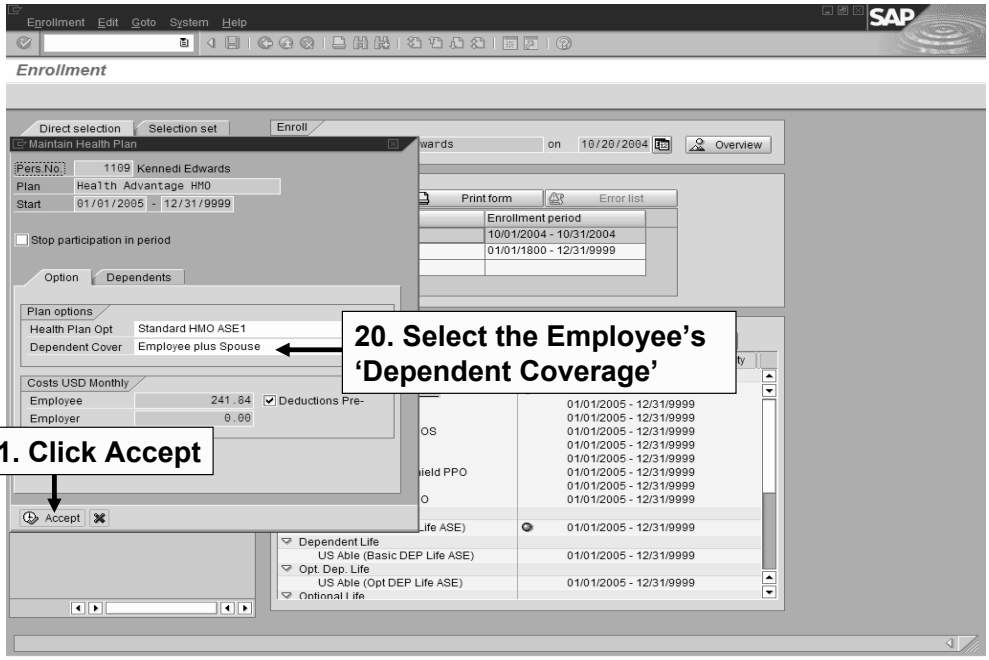
Note: Refer to *Plan Documentation and the EBD Policy and Procedures* manual to determine which Plans employees may choose.

REMEMBER – If the employee is not changing their Medical Plan, skip to the Plan that requires changing.

Open Enrollment



Open Enrollment



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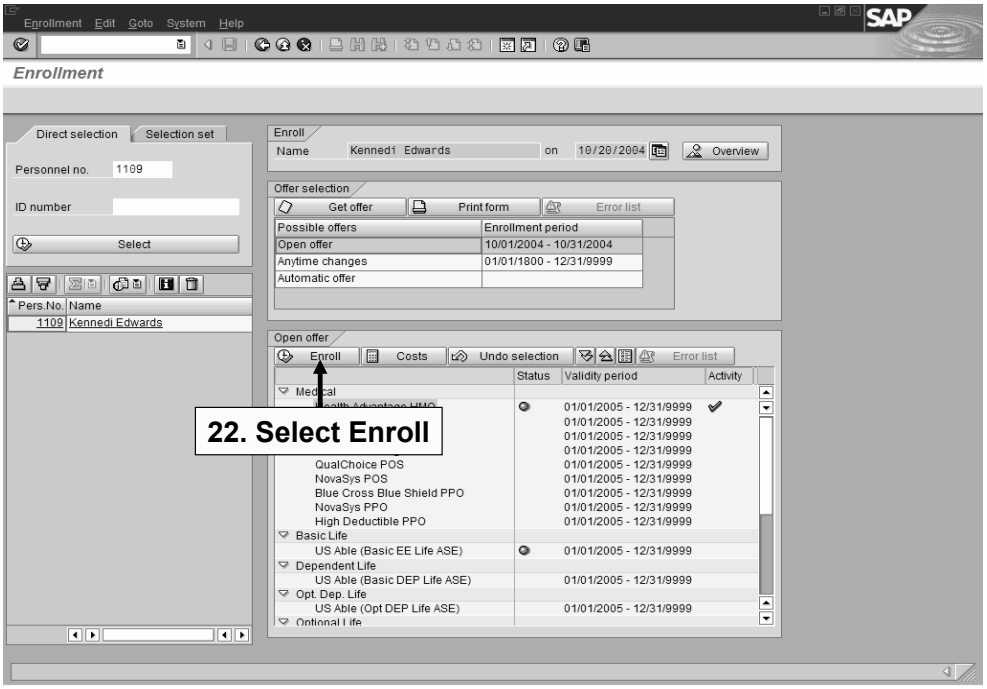

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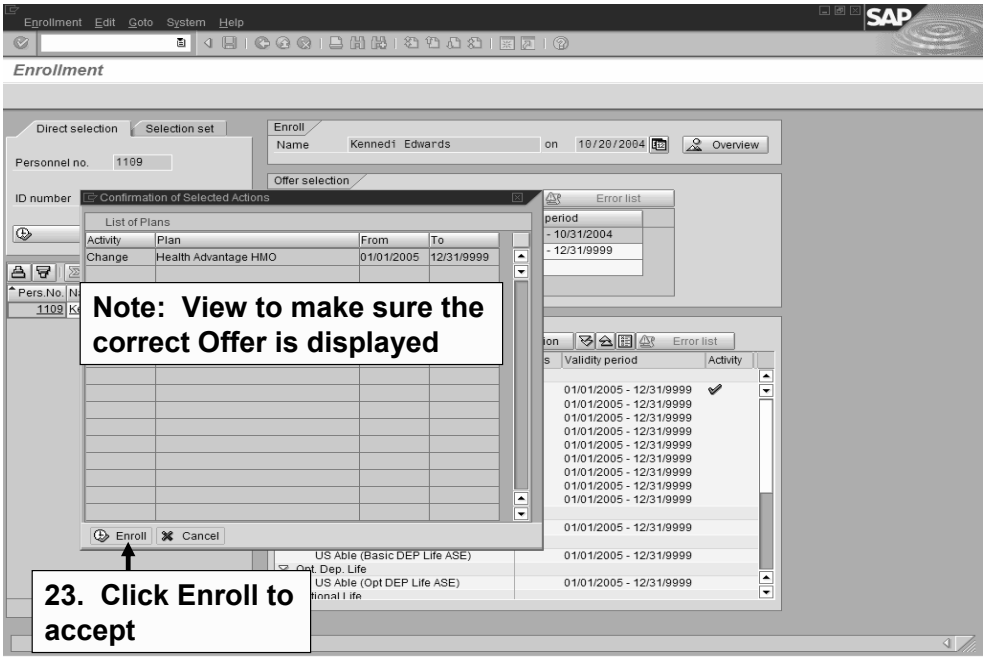

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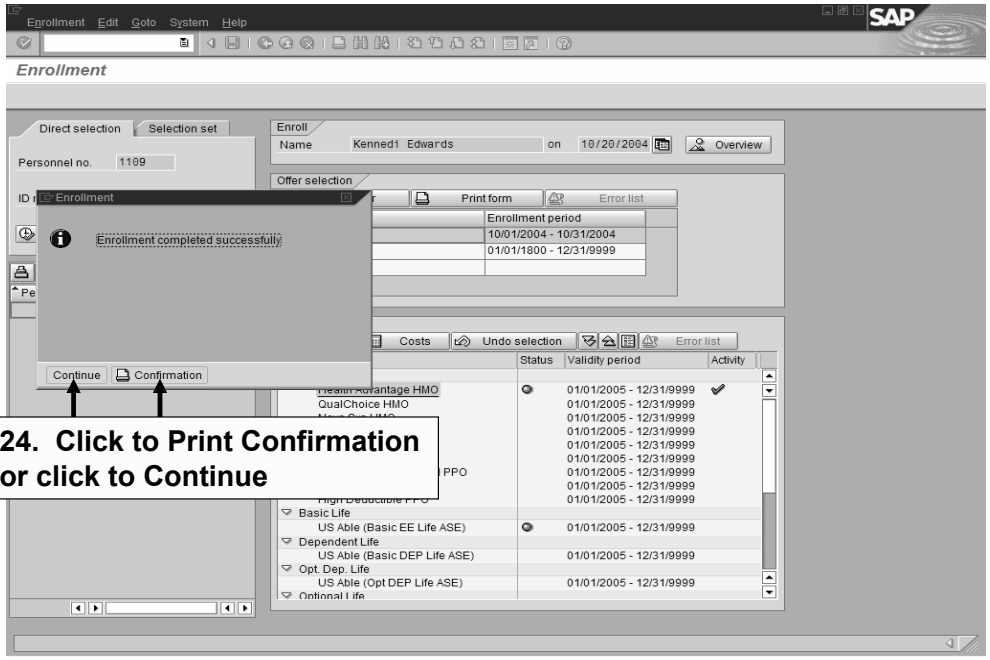
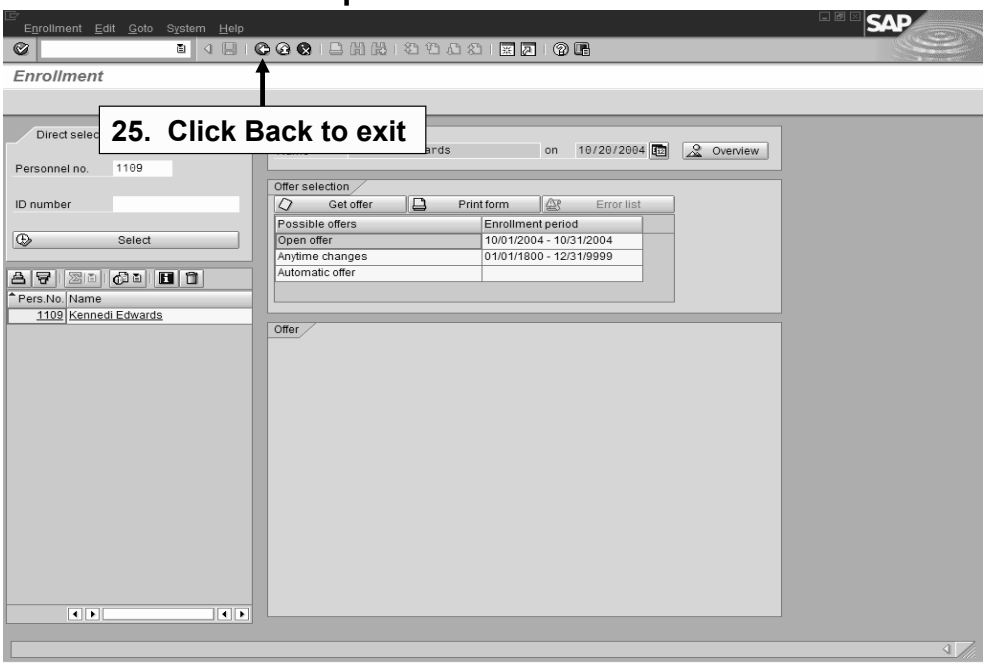


24. Click to Print Confirmation or click to Continue

Open Enrollment



HRBEN
BENEFITS ADMINISTRATION

New Hire Enrollment for an Employee Hired During the Month of

Open Enrollment
(October)

Exercise

SCENARIO

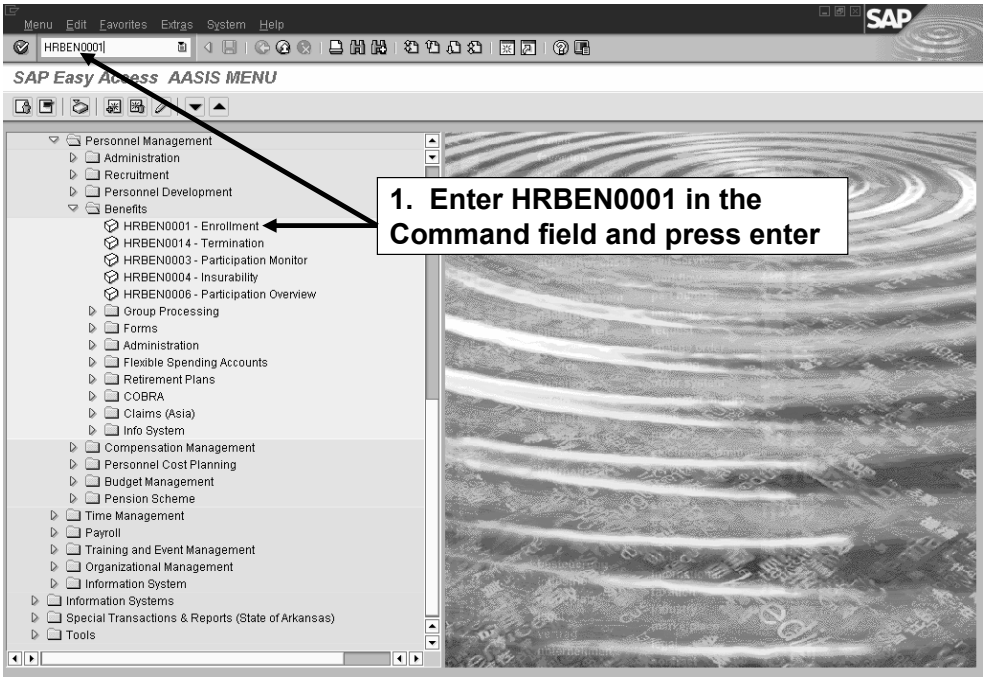
- An Employee hired in October turns in their Enrollment form.
- The Employee wants to be enrolled in Health Advantage HMO.

Demonstration

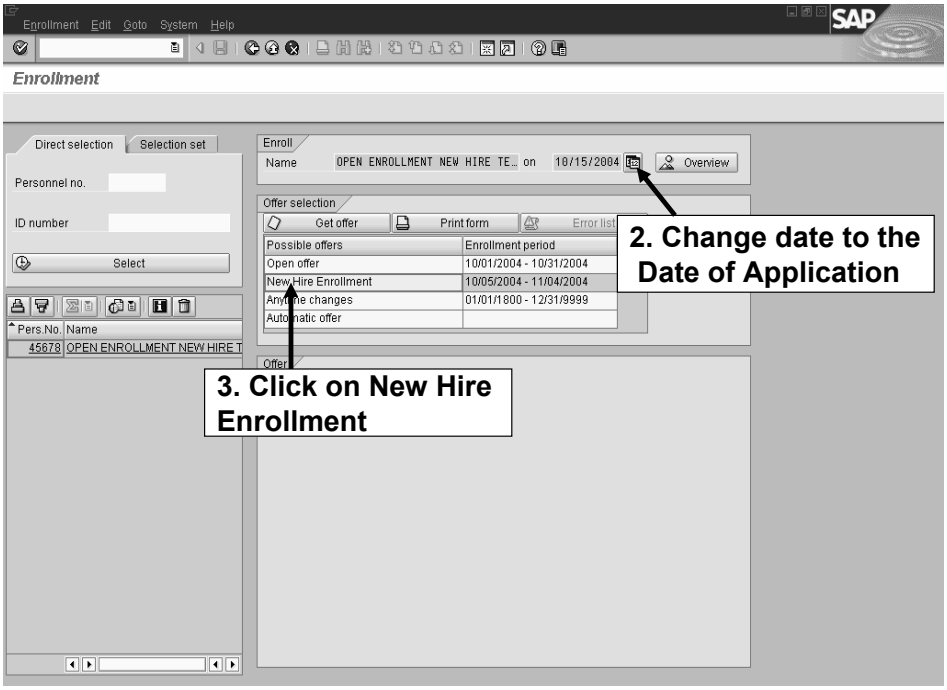
- Create New Hire Benefit Enrollment – Employee Elections

Human Resources > Personnel Management > Benefits >
Enrollment (**HRBEN0001**)

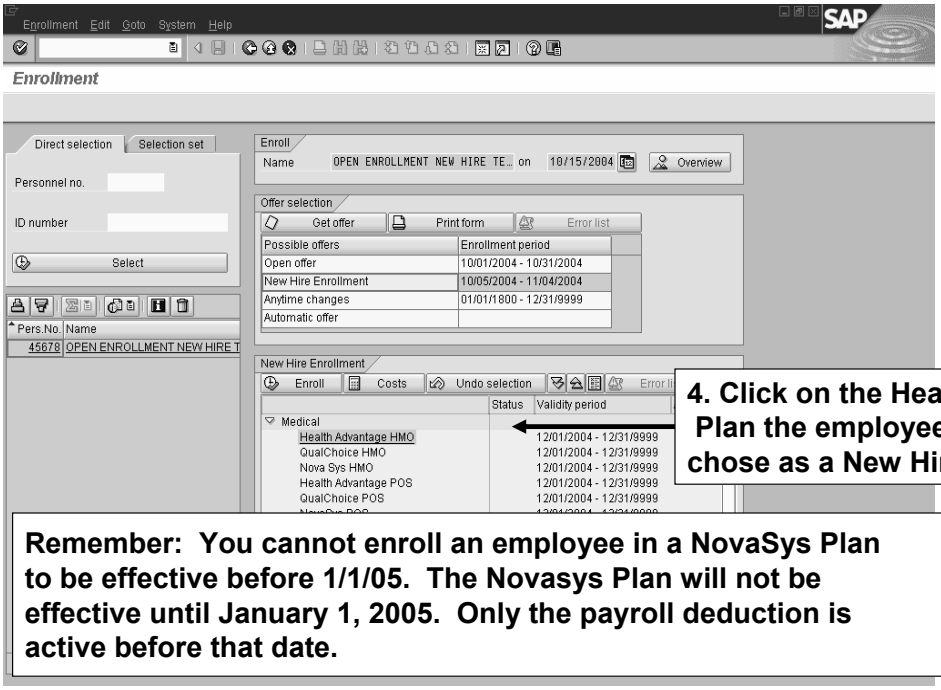
Create New Hire Benefit Enrollment



Create New Hire Benefit Enrollment



Create New Hire Benefit Enrollment



Remember: You cannot enroll an employee in a NovaSys Plan to be effective before 1/1/05. The Novasys Plan will not be effective until January 1, 2005. Only the payroll deduction is active before that date.

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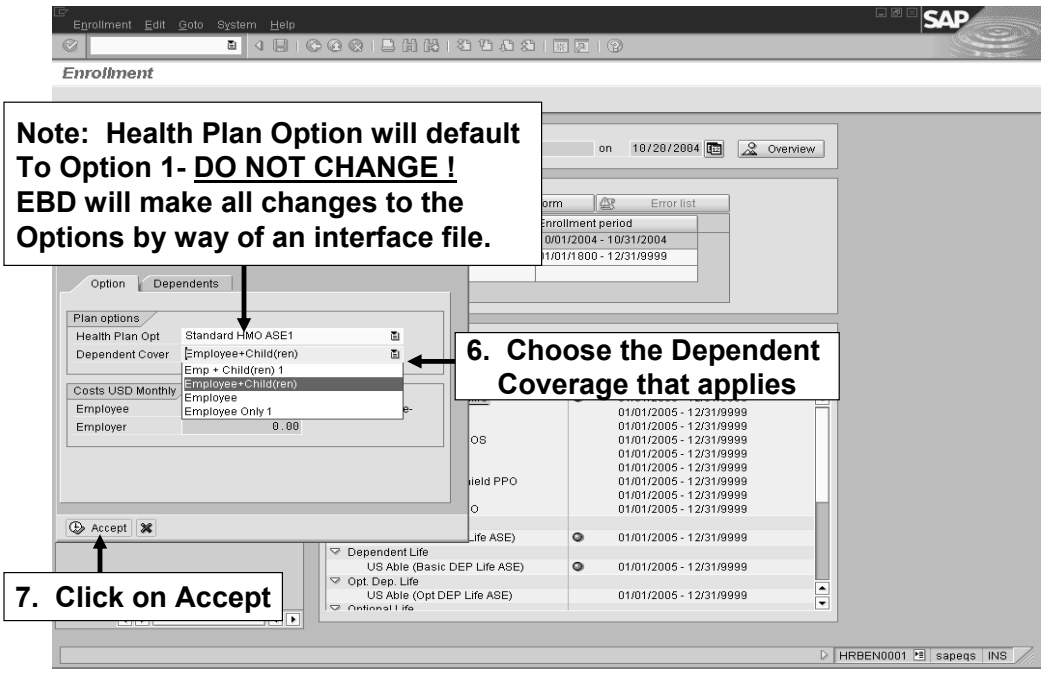
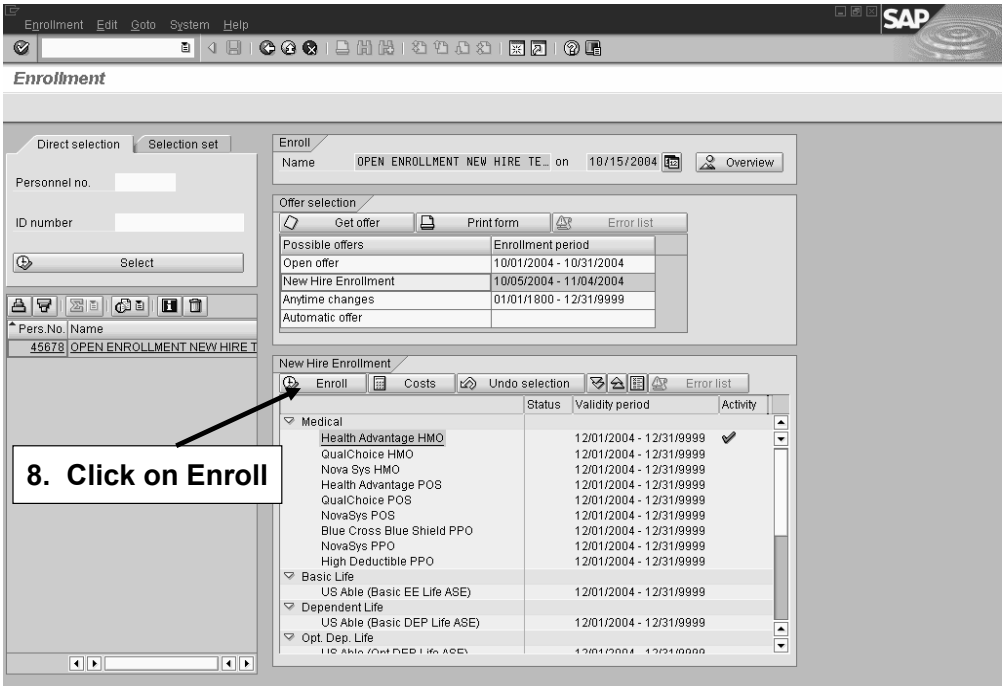
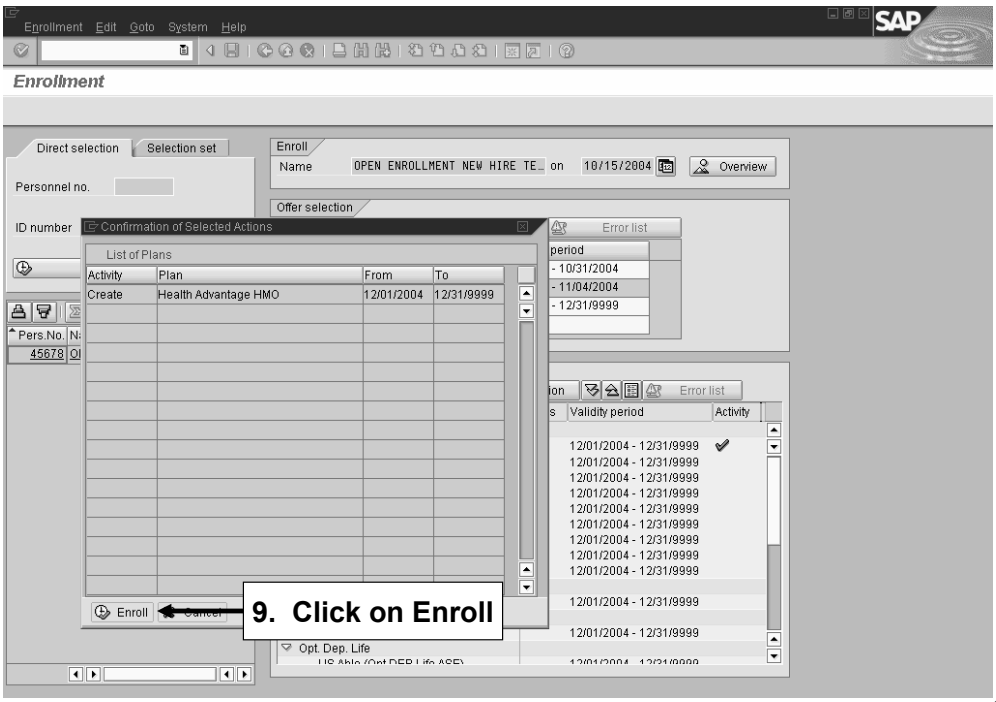
Create New Hire Benefit Enrollment



Create New Hire Benefit Enrollment



Create New Hire Benefit Enrollment



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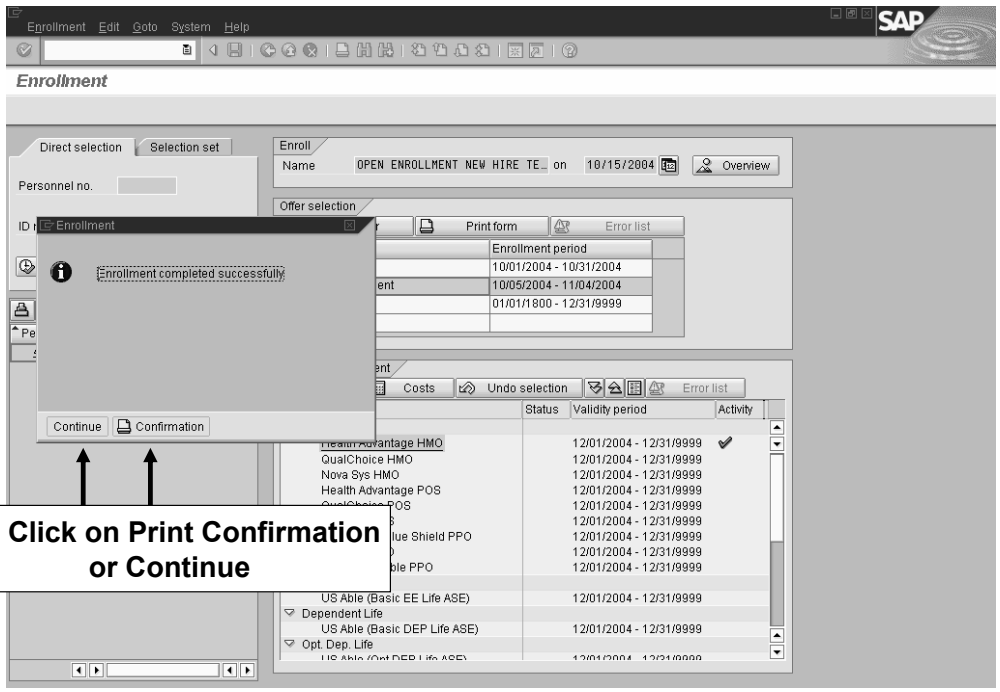
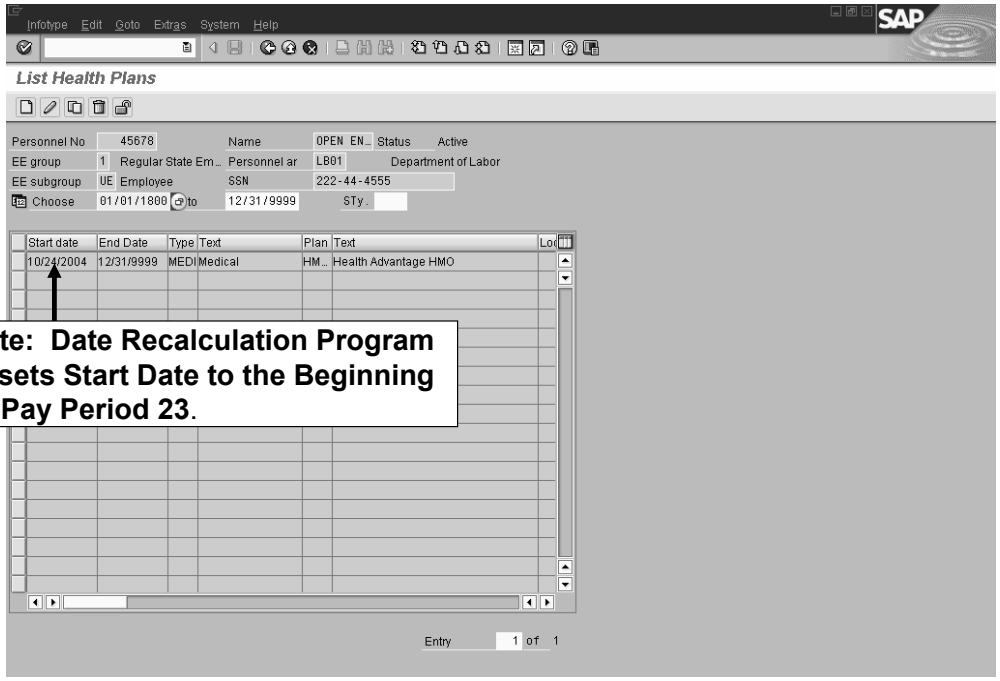
Create New Hire Benefit Enrollment



10. Click on Print Confirmation or Continue

Create New Hire Benefit Enrollment



Note: Date Recalculation Program Resets Start Date to the Beginning Of Pay Period 23.

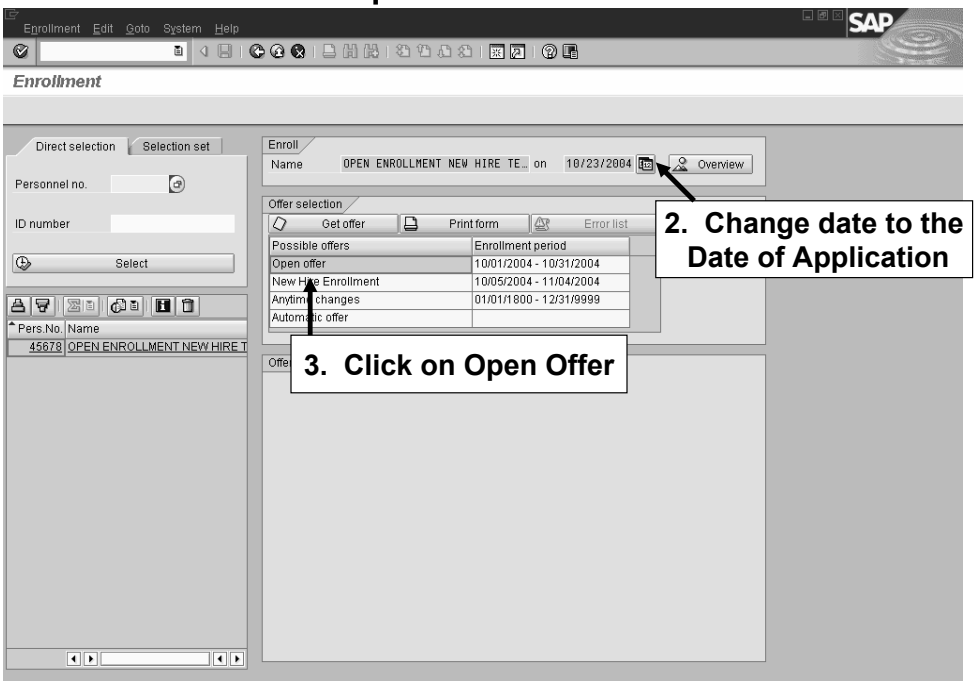
Exercise

SCENARIO

- The Employee Hired in October turns in another Enrollment form.
- The Employee wants to be enrolled in the New Plan, **NOVASYS** for the New Plan year Jan. 1, 2005.

Create Open Offer Enrollment

Create Open Offer Enrollment



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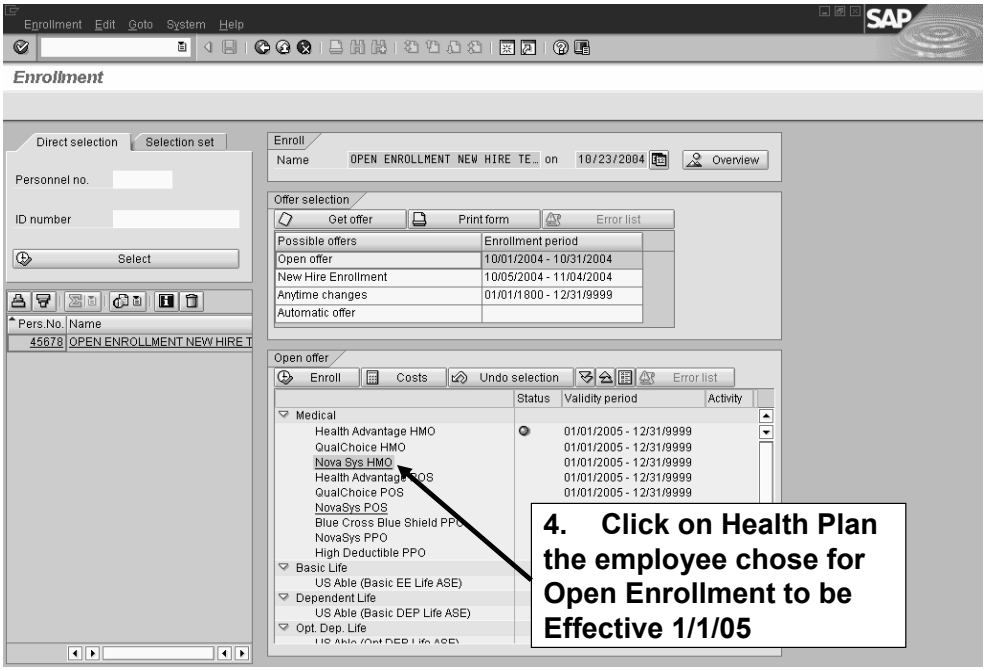

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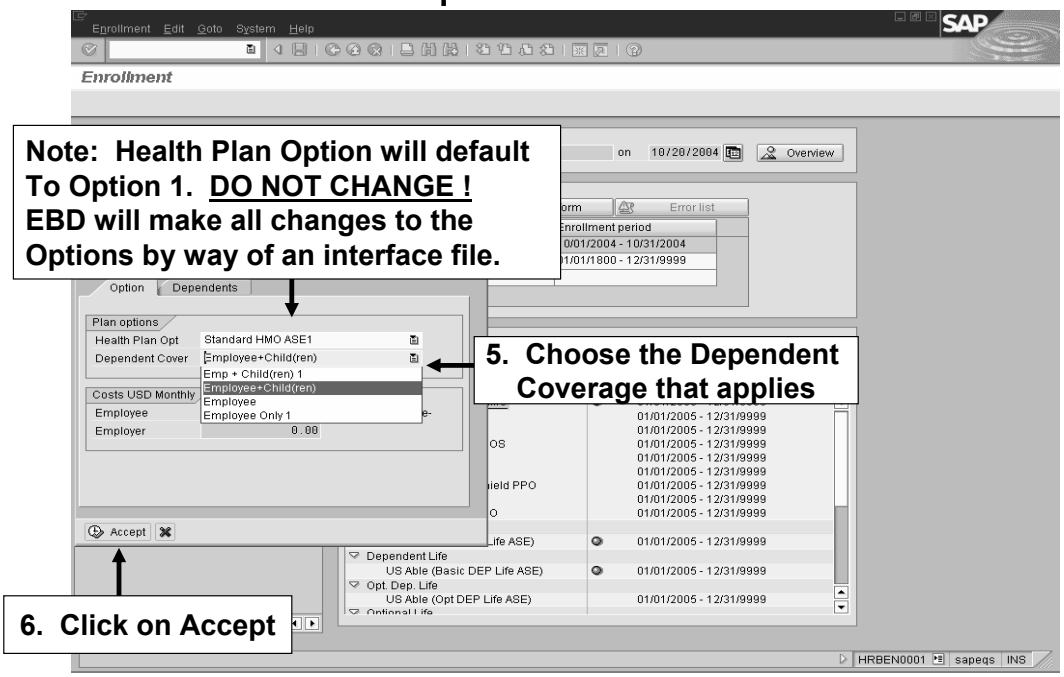

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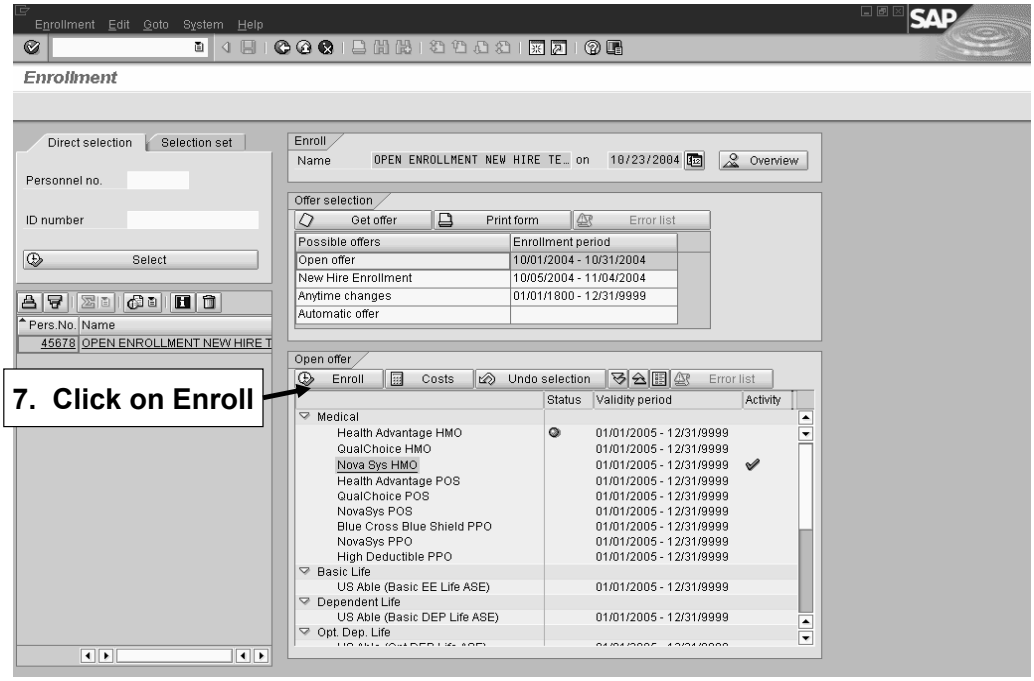

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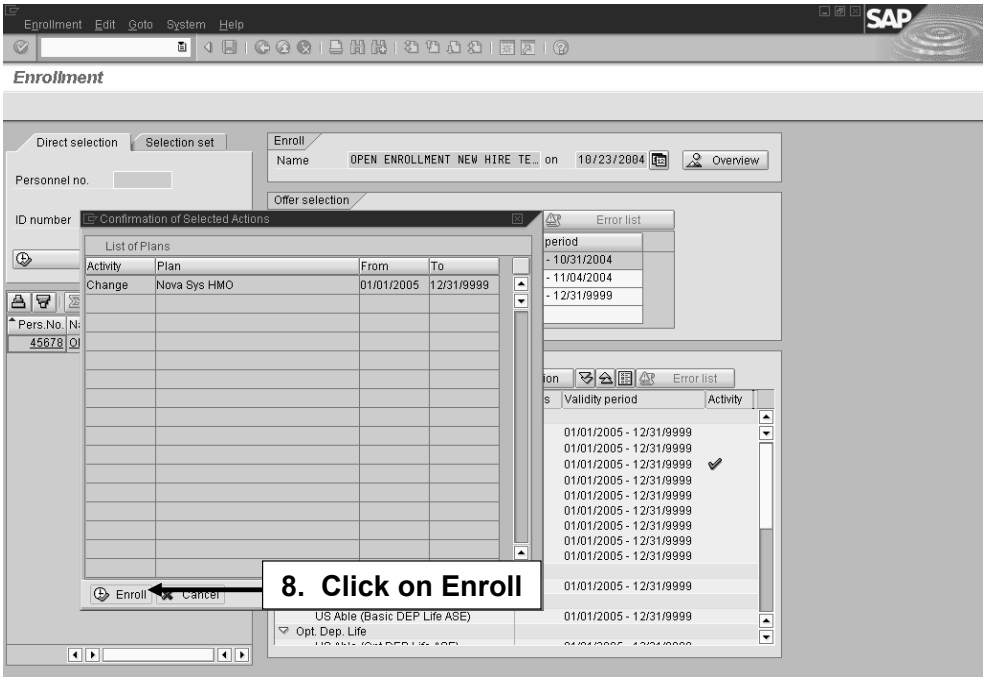
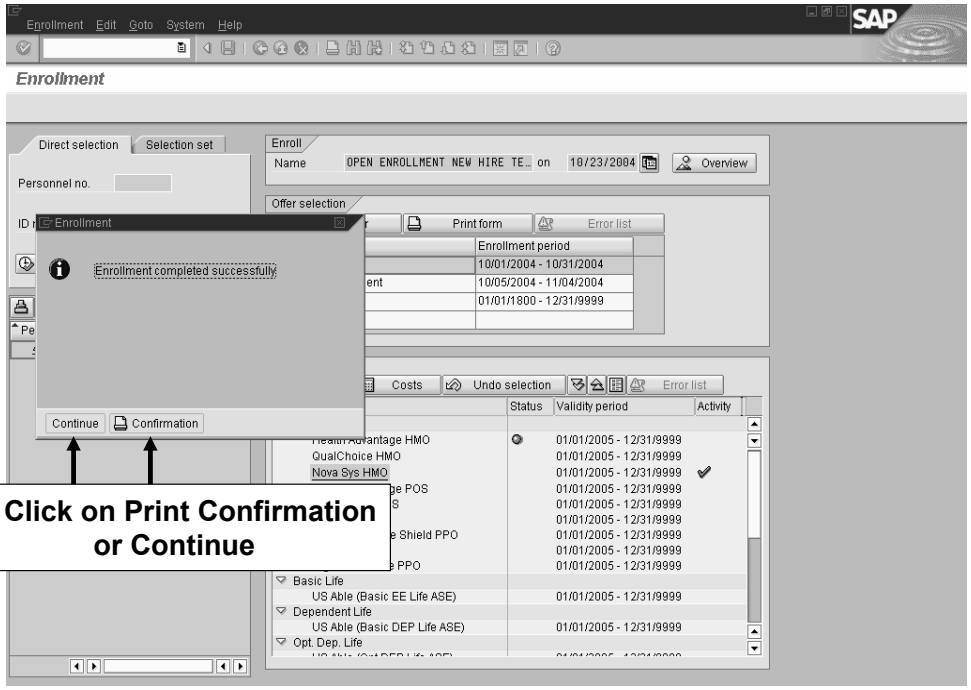
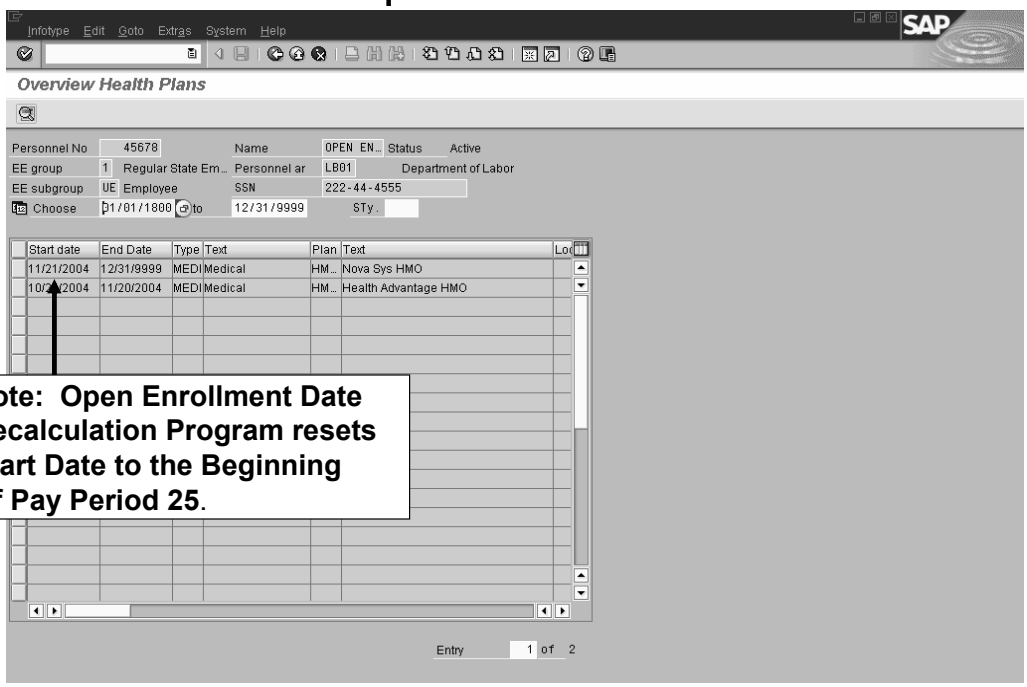


Create Open Offer Enrollment



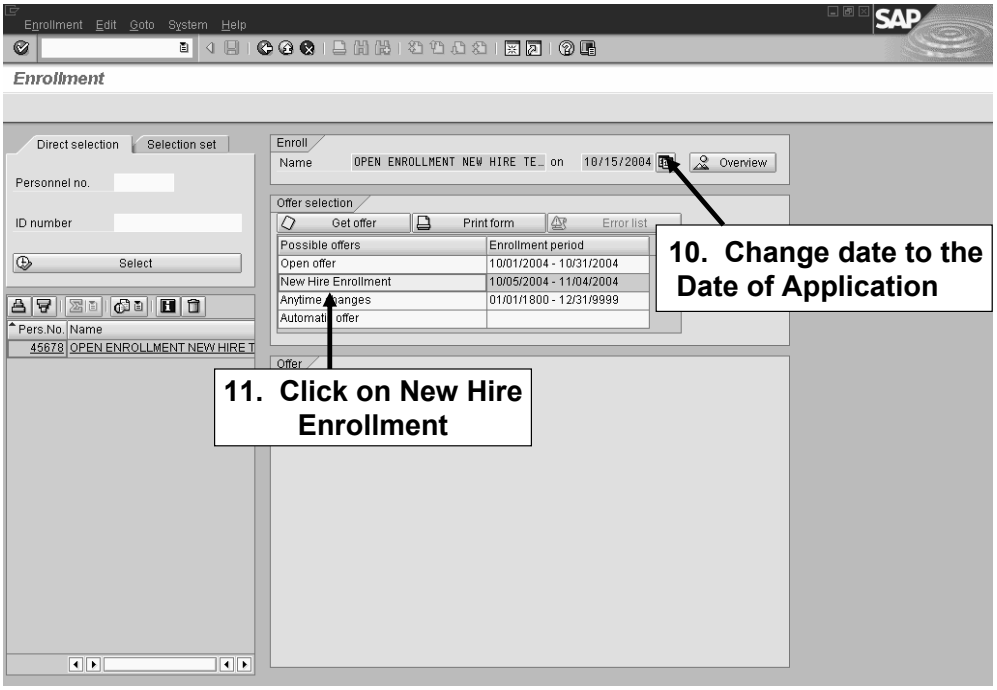
9. Click on Print Confirmation or Continue

Create Open Offer Enrollment

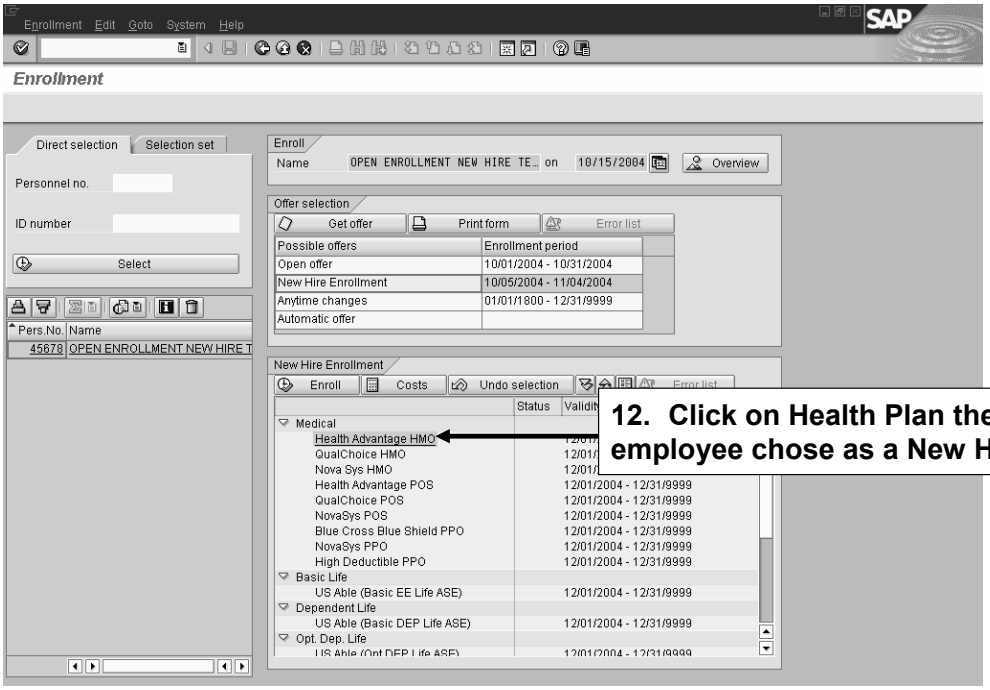


Note: Open Enrollment Date Recalculation Program resets Start Date to the Beginning Of Pay Period 25.

Create Open Offer Enrollment



Create Open Offer Enrollment



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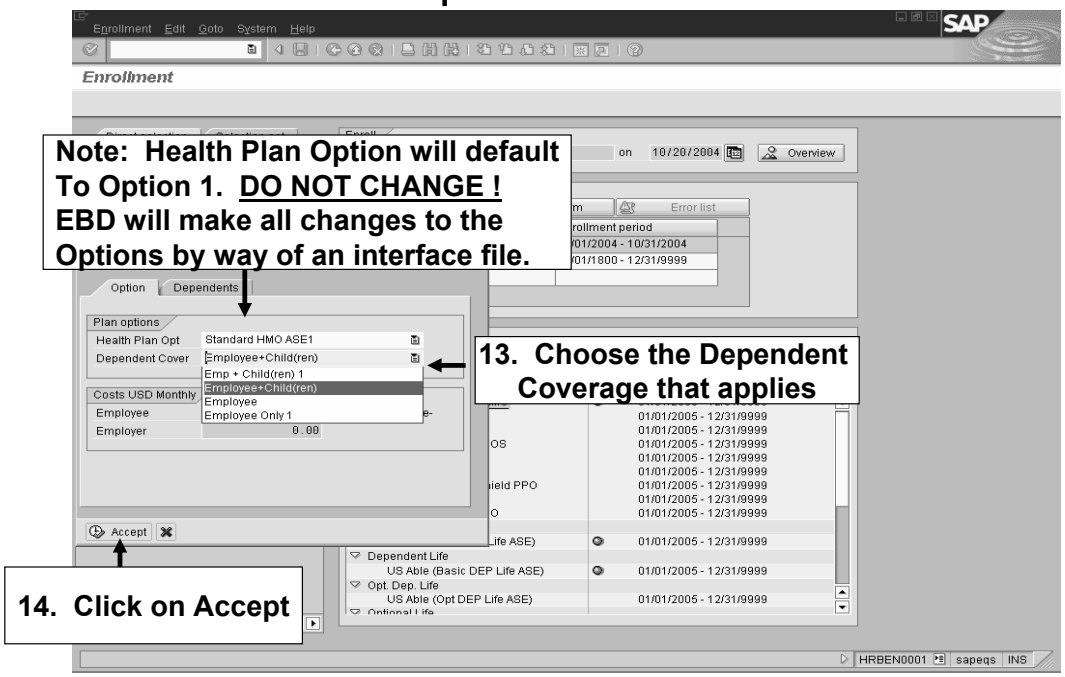
Create Open Offer Enrollment



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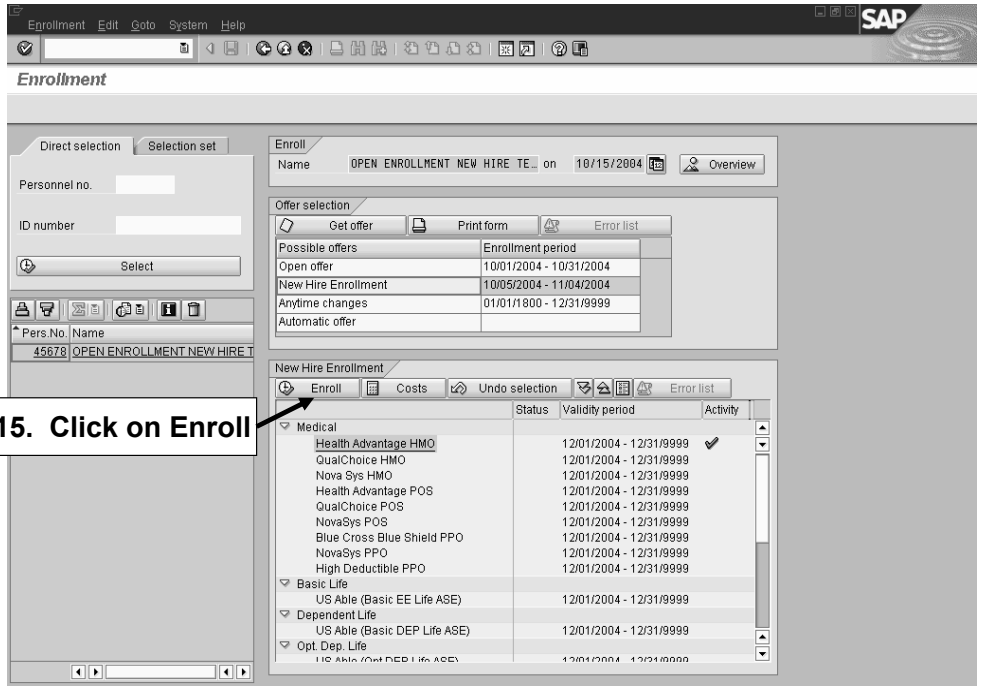
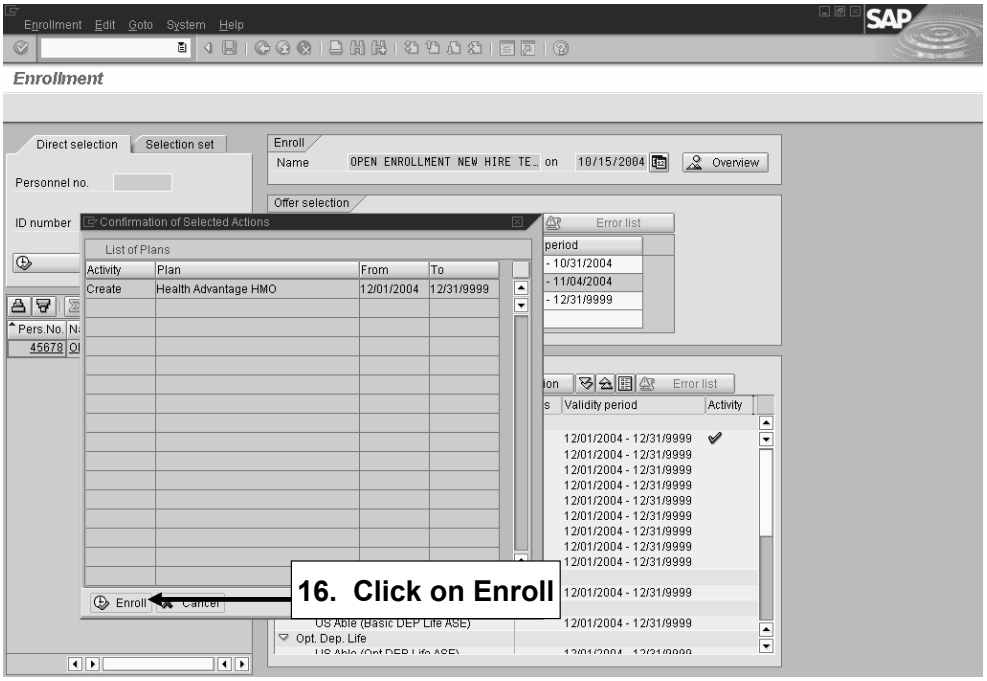
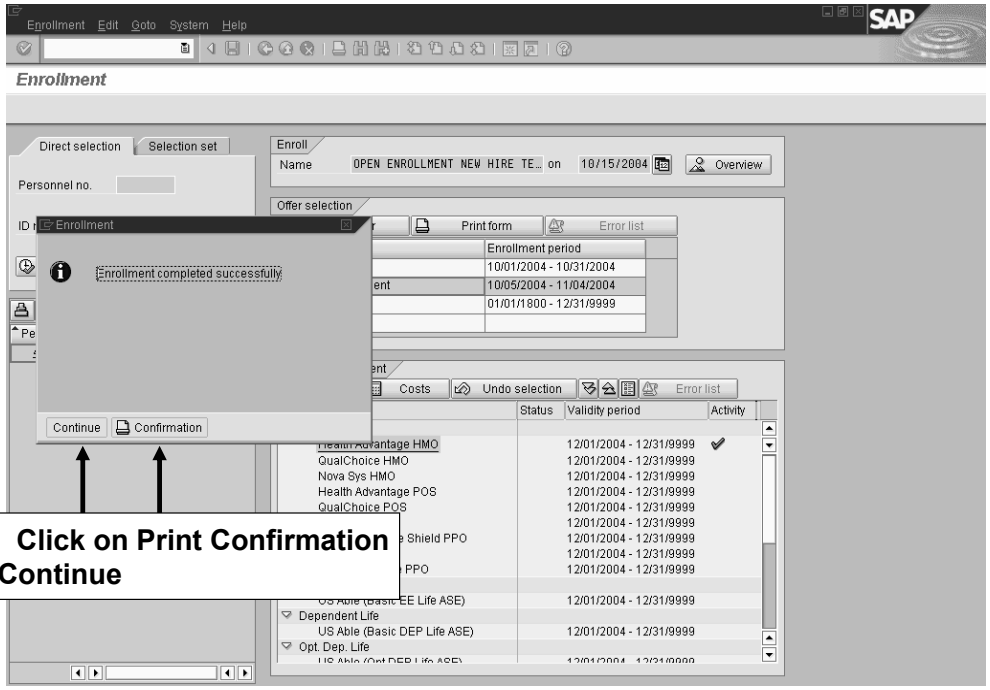


15. Click on Enroll

Create Open Offer Enrollment

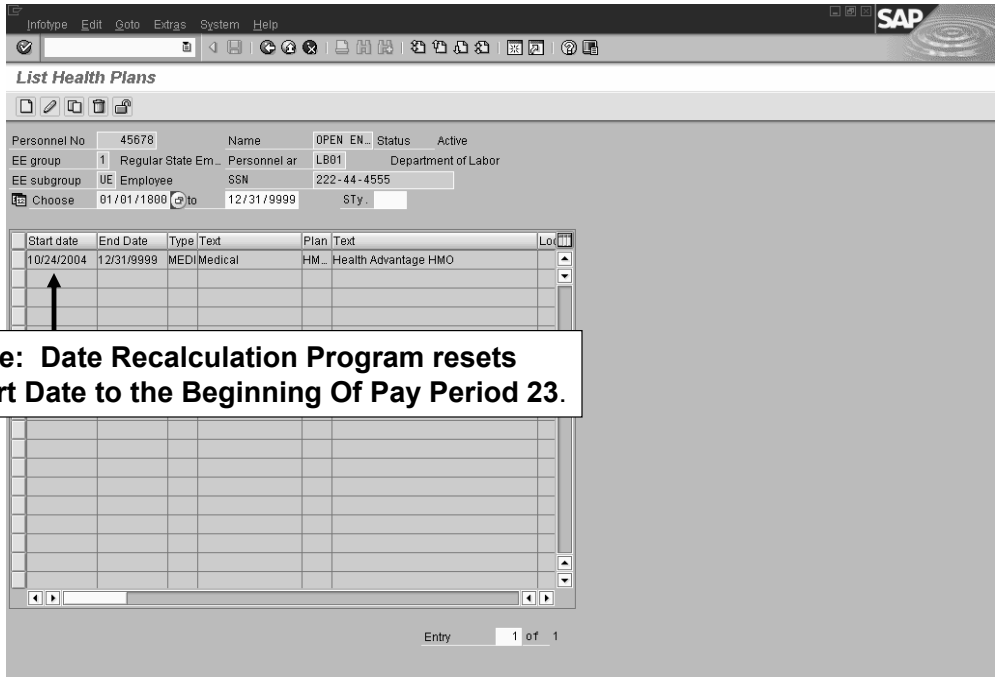


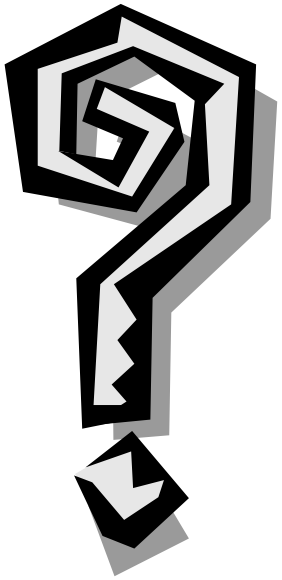
Create Open Offer Enrollment



17. Click on Print Confirmation or Continue

Create Open Offer Enrollment



Note: Date Recalculation Program resets Start Date to the Beginning Of Pay Period 23.

Questions and Answers